

# LIBRARY MEDIA SERVICES COLLECTION MANAGEMENT PROCEDURES

## General Information

- All materials, recommendations, and reading lists are self-selected and choice-based, not required reading.
- Students' reading selections are always at the discretion of the students and their families.
- Each school's collection is specifically curated for the needs of the school & community.
- Procedures align with state and national standards.

## Library Media Specialist Credentials

Each school has a full-time, certified, library media specialist who has:

- Passed the FL PK-12 Educational Media Certification Test
- Received the highest level of academic training in the state of FL, including:
- Completed at least 18-credit hours of Masters level School Library coursework, including:
  - Administration of a School Library,
  - Collection Development,
  - Children's and Young Adult Literature
- Completed annual FLDOE Library Media Training

## Selection Criteria



## Procedures for Concerns Regarding Library Media Materials

1. Complainant begins by sharing concern with the school's library media specialist.
2. If further review is requested, the media specialist shares the HCPS Objection to Use of Specific Materials Form for the complainant to complete & submit:
  - Attesting they have read/viewed the material in its entirety,
  - Citing specific concerns (including specific passages and/or pages).
3. The school's Educational Media Materials Committee convenes to:
  - Read material
  - Consult professional reviews
  - Review submitted form
  - Weigh merits vs alleged faults
  - Align with Selection Criteria
  - Reach a school decision
4. The decision of a school's Educational Media Materials committee applies only to their own school.

## Library Media Contacts

- John Milburn, Supervisor, Library Media Services K-5
- Kimberly DeFusco, Supervisor, Library Media Services 6-12

# III. Library Media Center Management

## COLLECTION MANAGEMENT

### A. PROCEDURES FOR THE SELECTION OF MATERIALS

It is the intent of Hillsborough County Public Schools to establish and maintain a school library media program at all schools in the District. Each Library Media Center shall enhance and support the District's educational mission by providing a wide range of materials, in print and digital formats, on all levels of difficulty, with diversity of appeal, and representation of different points of view.

#### I. Responsibility and Training for Selection of Media Center Materials

- a. Materials shall be selected by a media specialist who holds a valid FL educational media specialist certificate. Principals are responsible for overseeing compliance with school district procedures for selecting materials at the school to which they are assigned.
- b. Media specialists shall complete a minimum of 18-hours of specified university masters-level school library course work including: Administration of a School Library Program, Collection Development, and Literature for Children and Young Adults.
- c. Media specialists and any other personnel involved in the selection of materials shall complete the Florida Department of Education's online training program, created pursuant to Section 1006.29, Florida Statutes, to assist reviewers in complying with the requirements of Section 1006.31, Florida Statutes, before reviewing and selecting age-appropriate materials and library resources.
- d. The Superintendent shall annually verify that all media specialists employed by the District have completed the Department of Education's online training program.

#### II. Criteria for Selection

The Library Media Center collection shall consist of the following:

- a. Materials that will enrich and support state academic standards and aligned curriculum;
- b. Materials that support varied reader interests, taking into consideration the diverse abilities and maturity levels of the students served;
- c. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- d. A background of information enabling students to make intelligent judgments in their daily life;
- e. Materials representative of the broad racial, ethnic, socio-economic, and cultural diversity of the students of this district; and
- f. A comprehensive collection appropriate for the users of the Media Center which places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

#### III. Basis for Selection

When selecting materials, whether purchased, donated, or otherwise made available to students, the media specialist shall:

- a. Evaluate the existing collection and the needs of the school community;

- b. Consult reputable, professionally recognized reviewing periodicals and school community stakeholders;
- c. Consider materials based on reader interest;
- d. Consider materials that support the state academic standards and aligned curriculum;
- e. Consider materials that support the academic needs of students and faculty;
- f. Consider the reputation of the publisher/producer, and the significance of the author/artist/composer/producer;
- g. Prioritize purchases based on the considerations listed above and library media budget;
- h. For donated materials, also, consider physical condition;
- i. Review the Library Media Legal Technical Assistance documentation to ensure all library materials comply with federal and state law.

#### **IV. Materials Selection Aids**

Provided below is a listing of reputable, professionally recognized reviewing periodicals:

Bibliographies (latest editions available, including supplements), such as:

- Florida B.E.S.T. Recommended Texts (K-12)
- Children's Core Collection
- Middle and Junior High Core Collection
- Senior High Core Collection
- Graphic Novels Core Collection
- Subject Guide to Children's Books in Print
- ALSC Notable Children's Books
- YALSA Best Books for Young Adults
- Notable Social Studies Trade Books for Young People (National Council for the Social Studies)
- Outstanding Science Trade Books K–12 (National Science Teaching Association)

Professional reviewing sources, such as:

- Booklist
- Bulletin of the Center for Children's Books
- The Horn Book
- Kirkus Reviews
- Library Journal
- Publisher's Weekly
- School Library Journal

## **B. WEEDING THE SCHOOL LIBRARY MEDIA COLLECTION**

Weeding is an essential component of any collection development plan in order to maintain a collection that meets the needs of students and the curriculum. The weeding guidelines should include reasons for weeding and criteria for de-selection. The following points may be used as the foundation for weeding:

- To maintain a current, useful, dynamic collection
- To adapt to changing needs and interests of students and teachers
- To accommodate changes in the school's curriculum
- To make the best use of floor and shelf space
- To improve the physical appearance of the collection
- To assess the collection's strengths and weaknesses
- To increase circulation

At minimum, materials shall be considered for removal based on the following criteria:

- Physical condition;
- Rate of recent circulation;
- Lack of alignment to state academic standards and relevancy to curriculum;
- Factually inaccurate and/or out-of-date content;
- Alignment with Florida Department of Education training;
- Alignment with the Library Media Legal Technical Assistance documentation; or
- Removed as a result of a formal challenge.

### **Resources for Weeding**

- Shelf List report – Available in Crystal Reports. This report indicates when a book was last checked out. This will help identify if a book is being used by the students.
- Age of Collection report – Available in Crystal Reports. This report indicates the average age of the collection, as well as average age of collection sub-sections.
- Collection Analysis – Many vendors offer a collection analysis report. This will identify what areas of the collection are oldest and could use weeding. These reports will also identify sections that need to be developed.
- CREW: A Weeding Manual for Modern Libraries  
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/crew/crewmethod08.pdf>
- Weeding the School Library  
<http://www.cde.ca.gov/ci/cr/lb/documents/weedingbrochure.pdf>
- Weeding the Neglected Collection by Doug Johnson  
<http://dougjohnson.squarespace.com/dougwri/weeding.html>

## Deleting Library Materials (Print, A/V, software, etc.) from Symphony

The following are the specific procedures to follow when discarding library media materials:

### Standard Weeding Procedures (Without Polys)

1. In Symphony, check out the discarded items to your school's Discard user account. The user ID will be [School Number]DISCARD. So, for example, Adams would check the book out to 0041DISCARD, while Woodbridge would check a book out to 4941DISCARD.
2. Using the special "Discard / State Statute" stamp, mark the book's title page or packaging of the A/V item. Using a permanent marker, strike through the barcode of all discard items. Check with Library Technical Services if you do not have a discard stamp.
3. Box-up book materials, labeling the outside of the boxes clearly with "Media Materials - Discards." If you need boxes, you can request them using a Library Pick-up MR (directions in the Library Services Teams channel Document Library). A/V materials can be disposed of in your school's dumpster. (If you have a large A/V weeding project, contact Library Tech.)
4. Submit a Library Pick-up MR (link in the Library Services Teams Document Library).
5. School mail/Logistics will not pick up your boxes without a Maintenance Request.

### Weeding Procedures with Polys

1. Send an email to Kimberly DiCesare in Library Technical Services to request the polys. Request must include:
  - a. Subject Line: Poly Request
  - b. Month you're requesting (2-3 options preferred)
  - c. # of Polys (1-4)
  - d. School name
2. As in all weeding situations, check out the books to your Discard user account. The user ID will be [School Number]DISCARD. For example, Adams would check the book out to 0041DISCARD, while Woodbridge would check a book out to 4941DISCARD.
3. Stack discarded books in the polys. When using Polys, books do not need to be stamped or have barcodes marked out. A/V materials cannot go in polys.
4. Polys will be delivered to sites during the 1<sup>st</sup> week of the month & must be ready for pick up by the Monday of the 3<sup>rd</sup> week of the month. Extensions cannot be granted.



### Special Note for deleting items with a Property Control Number

AV or computer software with a Property Control DSB number, (items over \$1,000), must be listed on an SB 126 for removal by Technology Repair.

## C. INVENTORY OF THE LIBRARY MEDIA CENTER COLLECTION

Each school's Library Media collection will be inventoried every two years. Library Technical Services will coordinate with each library media specialist to schedule bi-annual inventory through the Symphony system. The library media specialist is responsible for coordinating with administration and teachers in preparation for inventory, pick-up and return of inventory equipment, and communication with Library Technical Services during and after the inventory in order to rectify missing items. A training orientation will be provided for those conducting their first library inventory. Library Technical Services will send a reminder email with equipment pick-up instructions and an inventory training video one week prior to the scheduled inventory window. Library collection inventory should be conducted, completed and equipment returned within the 3-week inventory window.

## **D. PROCEDURES FOR CHALLENGED LIBRARY MEDIA MATERIALS**

The selection of the resource materials for use with students in the teaching/learning process is a professional responsibility of teachers, administrators, library media specialists, and other educators. However, parents and pupils have legitimate and appropriate interests in the selection process and the choices which are made.

Sometimes these interests are expressed as challenges to the use of a specific title. The Procedures for Challenged Library Media Materials and associated documents and forms have been provided to assist school and district-level educators in addressing such challenges. The process outlined is appropriate for addressing materials of any physical or intellectual format, whether basic or supplemental to instruction, and in any subject area.

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting materials. Library media materials that are sensitive or mature may not be appropriate for all readers in a school but could be appropriate to remain a part of the collection to address the needs of some of the reading community if it meets the district selection criteria. If a complaint is made, the following procedures should be observed by school personnel:

### **I. Procedures for Concerns Regarding Library Media Materials**

1. Complainant begins by contacting the school site which owns the material of concern and sharing the concern with the school's library media specialist.
2. The library media specialist will listen to the complainant's concern, can share the criteria used for selecting library media materials, the role the materials in question has in the library media center's collection, whatever additional information is needed regarding the item's use, and, if appropriate, share options for resolution and support, including providing custom reading/materials recommendations based on the student's interests and family's values and priorities and sharing digital catalog resources for families to create custom reading recommendations for their own student(s).
3. If further review/removal is requested by the complainant, the media specialist will inform the complainant of the Procedures for Challenged Library Media Materials.
4. The media specialist will provide the complainant with the Initial Response to Complainant letter, link to the HCPS Objection to the use of Specific Material Form, and a copy of the Hillsborough County Public Schools Library Media Services Handbook's "Procedures for the Selection of Materials."
5. The media specialist will notify the principal and the library media supervisor(s). The supervisor(s) will assist in compiling available reviews, securing copies of materials for the EMMC and notifying district leadership.
6. The challenged material remains in circulation until a final decision is reached by the Educational Media Materials Committee (EMMC).
7. After receiving a fully completed HCPS Objection to the use of Specific Material Form where the complainant has proffered their evidence for reconsideration, the media specialist will send the complainant an Acknowledgement Letter and the official challenge begins. The completed HCPS Objection to the use of Specific Material Form constitutes the complainant's documentary basis for reconsideration of the cited material. Any and all evidence to be proffered to the school board must be submitted at this time on the HCPS Objection to the use of Specific Material Form. (Complainant may submit one item/material at a time and wait until the process is completed before submitting additional material for reconsideration.)

8. After receiving a fully completed HCPS Objection to the use of Specific Material Form, should the complainant object on the basis of FL statute 1006.28(2)(a)(2)(b)(I.) or (II.), ie. “pornography” (s. 847.012) or “sexual conduct” (s.847.001(19)) the material must be made unavailable to students at that school within 5 school days and until the objection is resolved.
9. The media specialist will send the Notice to Educational Media Materials Committee letter to members of the EMMC upon completion of step 7 and secure copies of the challenged materials for each committee member. Library media supervisors can assist with securing material copies.
10. Should the complainant be a member of the school’s EMMC, that member shall recuse themselves from committee work for the duration of that material’s reconsideration process.
11. The media specialist will provide each EMMC member a copy of the challenged material and a review packet containing the HCPS “Procedures for the Selection of Library Materials,” Library Media Legal Technical Assistance, a Checklist for Educational Media Materials Committee, and professional reviews, awards and/or honors, if any. (Note that Section D of the checklist is specific to fiction or non-fiction. Select the appropriate section D option based on the challenged text.) This packet should be created with the assistance of the appropriate Library Media Services supervisor(s).
12. The Educational Media Materials Committee will follow these procedures:
  - a. Independently read, view, and/or listen to the material in its entirety, study the review packet, including the selection policy and relevant professional reviewing sources, and complete the appropriate checklist.
  - b. Based on the length, depth, and complexity of the material, schedule a meeting within a reasonable timeframe.
  - c. Meet as a group and discuss material prior to examining the complainant’s completed HCPS Objection to the use of Specific Material Form, weigh merits against alleged faults in light of the material as a whole, rather than isolated passages out of context, and determine the extent to which the material meets the “Criteria for Selection.” The EMMC Meeting will be noticed as a public meeting on the school’s website at least 7 days prior to the meeting. The media specialist should keep a date-stamped screenshot of the notice for records.
  - d. The committee reserves the right to consult outside expertise, if necessary, in its decision-making.
  - e. The committee will make its decision determined by the simple majority to retain the material in the school’s library collection, offer the resource to a different level (i.e. elementary offer to middle), or recommend removal of the resource from their school’s library collection. This will be a ballot vote.
  - f. By meeting end, each member’s “Checklist for the Educational Media Materials Committee” must be completed in its entirety and maintained by the media specialist.
  - g. The committee will prepare and send a Final Decision Report of Educational Media Materials Committee the principal and library media supervisor(s). The library media supervisors will notify district leadership.
  - h. The principal will send a Letter to Complainant After Decision by Committee to the complainant, along with a copy of the final decision report.
  - i. The decision of the school EMMC will apply only to the school where the material was challenged.
  - j. If the committee recommends removal of the resource, the matter will automatically be reviewed by the District Level Reconsideration Appeal outlined below.
13. Should there be multiple Library Media Materials Objections at the same school site, the EMMC will be provided a 10 working-day break between sessions and the timeline will be adjusted accordingly.

## **II. Appeal of Final Decision – District Level Reconsideration Appeal**

1. If the complainant wishes to appeal the decision at the school level, an appeal can be submitted within 10 school days of receiving the Final Decision Report of Educational Media Materials Committee. The District Level Reconsideration Appeal Form can be obtained from [HCPSObjectionForm@hcps.net](mailto:HCPSObjectionForm@hcps.net).
2. The District Level Reconsideration Appeal Committee will consist of:
  - a. Executive director and/or Assistant Superintendent connected to Library Services
  - b. Supervisor(s) of school library services (serves as coordinator)
  - c. Supervisor of literacy from the appropriate level
  - d. School library media specialist from the appropriate level
  - e. Other district-level instructional supervisors or directors, as appropriate
  - f. A student from the level in which the challenged material resides (middle and high school levels only)
  - g. A representative from the Hillsborough Classroom Teachers' Association
  - h. A representative of the Hillsborough County Council Parent Teacher's Association
3. The District Level Reconsideration Committee Coordinator shall provide each committee member with the complete appeal package to the District Level. The complete appeal package shall only include a copy of the challenged material, the complainant's original HCPS Objection to the use of Specific Material Form with all originally proffered evidence, the HCPS "Procedures for the Selection of Library Materials," Library Media Legal Technical Assistance, professional reviews, awards, and/or honors, if any, and the final decision reports from the school EMMC.
4. The District Level Reconsideration Appeals Committee will meet to review and discuss the school EMMC's implementation of the objection procedures, evidence proffered, and interpretation and application of the Procedures for the Selection of Materials as it relates to the challenged material in its entirety. The District Level Reconsideration Appeals Committee Meeting will be noticed as a public meeting on the district website at least 7 days prior to the meeting. The coordinator should keep a date-stamped screenshot of the notice for records.
5. The committee will make its decision determined by the simple majority to affirm the Final Decision of the school's EMMC, overturn the Final Decision of the school's EMMC, or return the HCPS Objection to the use of Specific Material Form to the school's EMMC for consideration of new or additional evidence. This will be a ballot vote.
6. The committee coordinator will prepare and send a Final Decision Report of District Level Reconsideration Appeal Committee.
7. If the District Level Reconsideration Appeal recommends removal of the resource, the matter will automatically be reviewed by the School Board as outline below.

## **III. Appeal of District Level Decision – School Board Appeal**

1. If the complainant wishes to appeal the decision of the District Level Reconsideration Committee, an appeal can be submitted within 10 days of receiving the Final Decision Report of the District Level Reconsideration Appeal Committee. The School Board Appeal Form can be obtained from [HCPSObjectionForm@hcps.net](mailto:HCPSObjectionForm@hcps.net).
2. The Superintendent shall schedule a Special Called Board Meeting upon receipt of the appeal. The Special Called Board Meeting will be open to the public.
3. The District Level Reconsideration Committee Coordinator shall provide the complete appeal package to the School Board Members no later than two weeks prior to the Special Called Board Meeting. The complete appeal package shall only include a copy of the challenged material, the complainant's original HCPS Objection to the use of Specific Material Form with all originally proffered evidence, the HCPS "Procedures for the Selection

of Library Materials,” Library Media Legal Technical Assistance, professional reviews, awards, and/or honors, if any, and the final decision reports from the school EMMC and District Level Reconsideration Committee.

4. The School Board shall base its decision solely on the complete appeal package and the decision of the District Level Reconsideration Committee.
5. Ex-Parte communication with School Board Members is prohibited.
6. Per FL statute 1006.28 (2)(a)(2)(b), if the district school board finds the material meets the requirements of 1006.28(2)(a)(2)(b)(I.), (II.), (III.), or (IV.), the school district shall discontinue the use of the material for any grade level or age group for which such use is inappropriate or unsuitable.
7. The School Board shall take one of the following actions:
  - a. Approve the decision of the District Level Reconsideration Committee;
  - b. Overturn the decision of the District Level Reconsideration Committee;
  - c. Remand the matter to the school’s EMMC for consideration of new or additional evidence.
8. A Final Decision of the School Board will be prepared.

## **E. EDUCATIONAL MEDIA MATERIALS COMMITTEE**

The Educational Media Materials Committee is comprised of members of each school’s community. Each year the library media specialist should send requests to assorted faculty, administration, parents/community, and students (secondary) in order to develop a well-rounded Educational Media Materials Committee. A representation of race, gender, subject area, grade levels, and age is important in making your final selections. Members should understand and agree that their task is to understand the scope of values and needs within the community to evaluate challenged materials alongside the district selection policy and school, community, family, and student needs and wants for library materials. Each committee must consist of at least one school site administrator, two faculty members, one parent of a student attending the school site, and the school’s library media specialist. Should the school’s library media specialist be uncertified, the committee must also include a certified library media specialist.

After making initial contact with a potential member, an Educational Media Materials Committee Confirmation (see appendices) letter can be used as a follow-up to a positive response. It will confirm the reason for membership and, if necessary, set up the first meeting for the Committee. Memos to faculty, a letter to prospective parents and a letter to prospective students can provide basic information about the Committee’s value and purpose. Personal contact for question-and-answer sessions for parents and students is recommended.

The Educational Media Materials Committee forms are provided by the library media supervisor at the beginning of each school year. Instructions are provided, as well as a deadline date to return the completed forms to the appropriate media supervisor.



**Hillsborough County**  
**PUBLIC SCHOOLS**  
Preparing Students for Life

**LIBRARY MEDIA LEGAL TECHNICAL ASSISTANCE FOR USE  
DURING THE SCHOOL BASED OR DISTRICT BASED COMMITTEE MEETING**

Florida Statute 1006.28(2)(b):

The objection process must provide the parent or resident the opportunity to proffer evidence to the district school board that:

(b) Any material used in a classroom, made available in a school or classroom library, or included on a reading list contains content which:

1. Is pornographic or prohibited under s. 847.012.
2. Depicts or describes sexual conduct as defined in s.847.001(19), unless such material is for a course required by s.1003.46, s.1003.42(2)(n)1.g., or s.1003.42(2)(n)3., or identified by State Board of Education rule;
3. Is not suited to student needs and their ability to comprehend the material presented; or
4. Is inappropriate for the grade level and age group for which the material is used.

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During the committee meeting reviewing the HCPS Objection to the use of Specific Material Form, the committee should perform 4 different analyses to determine if the challenged material should be permanently removed from the library's collection.

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**ANALYSIS No. 1:  
IS THE MATERIAL PORNOGRAPHIC OR PROHIBITED UNDER SECTION 847.012?**

Analysis No. 1, Question No. 1: Is the Material Pornographic?

While there is no state definition of pornography, the Merriam-webster dictionary defines it as “the depiction of erotic behavior (as in pictures or writing) intended to cause sexual excitement.”

The U.S. Supreme Court established the test that judges and juries use to determine whether matter is obscene in three major cases: *Miller v. California*, 413 U.S. 15, 24-25 (1973); *Smith v. United States*, 431 U.S. 291, 300-02, 309 (1977); and *Pope v. Illinois*, 481 U.S. 497, 500-01 (1987). The three-pronged *Miller* test is as follows:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests (*i.e.*, an erotic, lascivious, abnormal, unhealthy, degrading, shameful, or morbid interest in nudity, sex, or excretion);
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way (*i.e.*, ultimate sexual acts, normal or perverted, actual or simulated, masturbation, excretory functions, lewd exhibition of the genitals, or sado-masochistic sexual abuse); and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

*If all three prongs apply to the material being reviewed, the material should be removed from the library collection. If any of the three prongs do not apply, the committee should continue to Analysis No. 1, Question 2.*

Analysis No. 1, Question No. 2: Is the Material Prohibited Under Section 847.012?

Florida Statute section 847.012

Any book, pamphlet, magazine, printed matter however reproduced, or sound recording that contains any matter defined in s. 847.001, explicit and detailed verbal descriptions or narrative accounts of sexual excitement, or sexual conduct and that is harmful to minors.

Florida Statute section 847.001(7) defines “Harmful to minors”:

“Harmful to minors” means any reproduction, imitation, characterization, description, exhibition, presentation, or representation, of whatever kind or form, depicting nudity, sexual conduct, or sexual excitement when it:

- (a) Predominantly appeals to a prurient, shameful, or morbid interest;
- (b) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and
- (c) Taken as a whole, is without serious literary, artistic, political, or scientific value for minors.

*If all three prongs of the “Harmful to minors” definition apply, the material should be removed from the library collection. If any of the three prongs of the “Harmful to minors” definition do not apply, the committee should continue to Analysis No. 2.*

#### **ANALYSIS No. 2:**

**DOES THE MATERIAL DEPICT OR DESCRIBE SEXUAL CONDUCT AS DEFINED IN SECTION 847.001(19)?**

Analysis No. 2, Question No. 1: Does the Material contain “Sexual Conduct” as Defined by Section 847.001(19)?

Florida Statute section 847.001(19) defines “Sexual conduct”:

“Sexual conduct” means actual or simulated sexual intercourse, deviate sexual intercourse, sexual bestiality, masturbation, or sadomasochistic abuse; actual or simulated lewd exhibition of the genitals; actual physical contact with a person’s clothed or unclothed genitals, pubic area, buttocks, or, if such person is a female, breast with the intent to arouse or gratify the sexual desire of either party; or any act or conduct which constitutes sexual battery or simulates that sexual battery is being or will be committed. A mother’s breastfeeding of her baby does not under any circumstance constitute “sexual conduct.”

*If the material does not contain sexual conduct, the committee should continue to Analysis No. 3.*

*If the material contains sexual conduct, the committee must then determine if the material is inappropriate or unsuitable for any grade level or age group for which it is made available.*

Analysis No. 2, Question No. 2: Is the Material Inappropriate or Unsuitable for any Grade Level or Age Group for which it is Made Available?

*If the material is determined to be inappropriate or unsuitable for any grade level or age group for which it is made available, the material should be removed from the library's collection. If the material is determined to be appropriate or suitable for any grade level or age group for which it is made available, the committee should continue to Analysis No. 3.*

**ANALYSIS No. 3:**

**IS THE MATERIAL NOT SUITED TO STUDENT NEEDS AND THEIR ABILITY TO COMPREHEND THE MATERIAL PRESENTED?**

*If the material is not suited to student needs and their ability to comprehend the material presented, it should be removed from the library collection. If the material is suitable to the needs of the student and their ability to comprehend the material presented, the committee should continue to Analysis No. 4.*

**ANALYSIS No. 4:**

**IS THE MATERIAL INAPPROPRIATE FOR THE GRADE LEVEL AND AGE GROUP FOR WHICH THE MATERIAL IS MADE AVAILABLE?**

*If the material is inappropriate for the grade level or age group for which the material is made available, it should be removed from the library collection.*

*If the material is appropriate for the grade level or age group for which the material is made available, the material may remain in the library collection.*

The Committee's analysis is complete.

## F. RELOCATING LIBRARY MEDIA CENTERS TO TEMPORARY LOCATIONS

1. Contact the library media supervisors if your library media center is going to be relocated temporarily in a portable or other facility. They will check into what may be necessary for the temporary setup.
2. Create a Library Pick-Up MR to request boxes (quantities may be limited).
  - o Elementary Schools: 500 Boxes
  - o Middle Schools: 500 Boxes
  - o High Schools: 1000 Boxes
3. Survey your faculty to identify print and non-print materials that are required to support the curriculum.
4. Identify personnel for the following tasks: packing boxes, transporting boxes, and unpacking boxes.
5. Based on the size of your temporary library media center, determine which materials and equipment can be placed in the library media center and which need to be placed in storage.
6. Create an Excel spreadsheet and include the following fields: Item, Status, and identification numbers (asset number, serial number, school assigned inventory number, etc.) See example below.

Item	Status	Identification number
Projector, overhead	On loan, Teacher's Name	E44444
Books, Box number1 F Aar - Are	Storage Portable 4567	
TV, Samsung	Storage Portable 4567	E98799

7. Packing and labeling of boxes containing library books
  - Reinforce boxes by taping the bottom of each box before packing any items in the box. To avoid damaging books, do not over pack boxes.
  - Label each box of books to be stored with the following information:
    - o Box number
    - o Contents (Example: F Aar – Are)
    - o Destination: S = Storage, MC = Temporary Library Media Center  
Teacher's Name = On loan to teacher
  - Boxes of books labeled "MC" should be numbered sequentially (1, 2, 3, etc.) to make it easier to place the books in the temporary library media center.
  - In order to avoid confusion, boxes of books labeled "S" should not be part of the sequential numbers assigned to "MC" boxes of books. "S" books should be assigned to a different set of sequential numbers.
8. Backup all important computer files before moving computers.

## RECEIVING GIFTS AND DONATIONS

In general, donated materials should be accepted with the understanding that they must meet established criteria set for technology, equipment, furnishings, instructional materials, book selection, etc. established by Hillsborough County Public Schools and be considered of need by the library media specialist in consultation with the administration and faculty. Public relations with residents in the community is a priority, and tactfulness in handling donations is essential. If book drives are undertaken, be sure that a written statement, specifying the kinds of books that are needed, is prepared in advance.

### I. When accepting gifts and donations:

1. Write a "thank you" letter to the donor.
2. Do not assign a price. As stipulated by the Hillsborough County Public Schools, this is not allowed.

II. To discard gifts or donations, consult administration and follow district procedures for the discarding of that item type.

## PATRON RESPONSIBILITIES

### A. Access to Library & Classroom Library Books

HCPS recognizes that not all books within a library will be of interest to all students within a school, and some topics may be more appropriate for some students than others. Families are encouraged to research materials available in our libraries, as desired, and have conversations with their children about any library resources they'd prefer their students avoid and/or refrain from reading. Families do have the option of restricting their child's checkout privileges and access to classroom libraries, per FL statute section 1006.28(d)4. Families wishing to restrict their child's access to library and classroom library books can do so by notifying the school's library media specialist.

### B. Lost and Damaged Materials

All library media centers charge replacement fees for lost and damaged materials. Best practices include consulting with administration and library media supervisor regarding establishing your school site policy. It is imperative to establish a standard charge for lost library books.

In an attempt to be accommodating of financial situations, the following are **recommended** flat-fee lost/damaged books replacement fees:

<b>Fiction</b>	<b>Non-Fiction</b>	<b>Reference</b>
Paperback \$5.00 Hardback \$10.00	\$20.00	\$20.00

- Keep in mind that these are **recommended** replacement fees. Schools may reduce the replacement fees as needed. All library media policies should align with the best interests of the students.
- Keep track of monies collected for lost and damaged materials. (Check with your bookkeeper for appropriate "Monies Collected Form," "Receipt Book" and procedures.)

**Note:** When a student is paying for a lost book from another school site, the procedure is as follows:

1. keep the money (the district does not want students' cash being sent through school mail, nor do we want to burden our bookkeepers with cutting multiple checks for small amounts of cash)
2. deposit the money into your internal library media center account using your school site's procedures
3. check the item in so that it is removed from the student's account immediately upon payment
4. email the owning school with the Book Title and Barcode, informing them that it has been paid for & checked in

The 4th step in the procedure is very important and ensures that the library media specialist at the owning school is aware that this took place and can move forward with the appropriate steps in discarding the book in Symphony and re-ordering, if necessary. Upon notification, the owning school's library media specialist should discard the item by checking the book out to your site's discard account in Symphony (i.e. site#DISCARD, ex. 9336DISCARD)

## **B. Fines - Overdue Materials**

Elementary library media centers do not charge for overdue materials. It is **not mandatory** that secondary library media centers charge fines for overdue materials. If your library media center does decide to charge fines, use the following guidelines which are to be followed and are supported by our library management system.

1. Five cents per day per item. Weekends and holidays **are** included.
2. Twenty-five cents per day per overnight item.
3. Fine not to exceed \$3.00 per item.
4. Condition and copyright date of book does not affect the cost of book. *Use original cost when figuring bill for lost or stolen books.*
5. Verified absences will be honored and fines deleted.
6. Fine should be stopped the date a student reports a book lost or stolen.
7. Fines are for books, magazines, and AV materials.

*Approved by: Middle School Principals' Council and Senior High Principals' Council*